



Administration for Children and Families

**Administration on Children, Youth and Families (ACYF)/  
Family and Youth Services Bureau (FYSB)**

**Family Violence Prevention and Services/Grants to State Domestic Violence Coalitions**

**HHS-2012-ACF-ACYF-SDVC-0275**

**Application Due Date: March 22, 2012**

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES**

**Program Office:** Administration on Children, Youth, and Families (ACYF),  
Family and Youth Services Bureau (FYSB)

**Funding Opportunity Title:** Family Violence Prevention and Services/Grants to State  
Domestic Violence Coalitions

**Announcement Type:** Mandatory

**Funding Opportunity Number:** HHS-2012-ACF-ACYF-SDVC-0275

**CFDA Number:** 93.591

**Due Date for Applications:** March 22, 2012

**Executive Summary:**

This announcement governs the proposed award of formula grants under the Family Violence Prevention and Services Act (FVPSA) to private, non-profit State Domestic Violence Coalitions (Coalitions). The purpose of these grants is to further the intervention and prevention of family violence, domestic violence, and dating violence (Section 311 of the FVPSA, as amended by Section 201 of the Child Abuse Prevention and Treatment Act (CAPTA) Reauthorization Act of 2010, Pub. L. 111-320).

This notice for family violence prevention and services grants to Coalitions serves four purposes: to confirm a Federal commitment to reducing family violence, domestic violence, and dating violence; to provide for Coalitions to collaborate and coordinate with States, tribes, localities, cities, and the private sector to be involved in State and local planning towards an integrated service delivery approach that meets the needs of all victims, including those in underserved communities and racial and ethnic minorities; to provide training and technical assistance to domestic violence programs and providers of direct services; and to increase public awareness about and prevention of family violence, domestic violence, and dating violence, and increase the quality and availability of immediate shelter and supportive services for victims of family violence, domestic violence, and dating violence, and their dependents.

**I. FUNDING OPPORTUNITY DESCRIPTION**

**Statutory Authority**

The statutory authority for this program is Section 311 of the FVPSA, as amended by Section 201 of the CAPTA Reauthorization Act of 2010, Pub. L. 111-320, hereinafter cited by Section number only.

## **Description Background**

The FVPSA authorizes the Department of Health and Human Services (HHS) Secretary to award grants to statewide, private, non-governmental, 501(c)(3) non-profit Coalitions to conduct activities to promote domestic violence intervention and prevention.

### **Ensuring the Well-Being of Vulnerable Children and Families**

The Administration on Children, Youth and Families (ACYF) is committed to facilitating healing and recovery and promoting the social and emotional well-being of children, youth, and families who have experienced maltreatment, exposure to violence, and/or trauma. This funding opportunity announcement (FOA) and other discretionary spending this fiscal year are designed to ensure that effective interventions are in place to build skills and capacities that contribute to the healthy, positive, and productive functioning of families.

Children, youth, and families who have experienced maltreatment, exposure to violence, and/or trauma are impacted along several domains, each of which must be addressed in order to foster social and emotional well-being and promote healthy, positive functioning:

- **Understanding Experiences:** A fundamental aspect of the human experience is the development of a world view through which one's experiences are understood. Whether that perspective is generally positive or negative impacts how experiences are interpreted and integrated. For example, one is more likely to approach a challenge as a surmountable, temporary obstacle if his or her frame includes a sense that "things will turn out alright." On the contrary, negative experiences can color how future experiences are understood. Ongoing exposure to family violence might lead children, youth, and adults to believe that relationships are generally hostile in nature and affect their ability to enter into and stay engaged in safe and healthy relationships. Interventions should seek to address how children, youth, and adults frame what has happened to them in the past and shape their beliefs about the future.
- **Developmental Tasks:** People grow physically and psychosocially along a fairly predictable course, encountering normal challenges and establishing competencies as they pass from one developmental stage to another. However, adverse events have a marked effect on the trajectory of normal social and emotional development, delaying the growth of certain capacities, and, in many cases, accelerating the maturation of others. Intervention strategies must be attuned to the developmental impact of negative experiences and address related strengths and deficits to ensure children, youth, and families develop along a healthy trajectory.
- **Coping Strategies:** The methods that children, youth, and families develop to manage challenges both large and small are learned in childhood, honed in adolescence, and practiced in adulthood. Those who have been presented with healthy stressors and opportunities to overcome them with appropriate encouragement and support are more

likely to have an array of positive, productive coping strategies available to them as they go through life. For children, youth, and families who grew up in or currently live in unsafe, unpredictable environments, the coping strategies that may have been protective in the unsafe environments may not be appropriate for safer, more regulated situations. Interventions should help children, youth, and families transform maladaptive coping methods into healthier, more productive strategies.

- **Protective Factors:** A wealth of research has demonstrated that the presence of certain contextual factors (e.g., supportive relatives, involvement in after-school activities) and characteristics (e.g., self-esteem, relationship skills) can moderate the impacts of past and future negative experiences. These protective factors are fundamental to resilience; building them is integral to successful intervention with children, youth, and families.

The skills and capacities in these areas support children, youth, and families as challenges, risks and opportunities arise. In particular, each domain impacts the capacity of children, youth, and families to establish and maintain positive relationships with caring adults and supportive peers. The necessity of these relationships to social and emotional well-being and lifelong success in school, community, and at home cannot be overstated and should be central to all interventions with vulnerable children, youth, and families.

An important component of promoting social and emotional well-being includes addressing the impact of trauma, which can have a profound effect on the overall functioning of children, youth, and families. The Administration on Children, Youth and Families promotes a trauma-informed approach, which involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the domains outlined above, as well as the behavioral and mental health sequelae of trauma.

The ACYF anticipates a continued focus on social and emotional well-being as a critical component of its overall mission to ensure positive outcomes for all children, youth, and families.

### **Annual State Domestic Violence Coalition Grantee Meeting**

Coalitions must send up to two representatives to the annual grantee meeting. Subsequent correspondence will advise Coalitions of the date, time, and location of their grantee meeting.

### **Role of State Coalitions**

FVPSA directs Coalitions to work with family violence, domestic violence, and dating violence service programs and providers of direct services to encourage appropriate and comprehensive responses to family violence, domestic violence, and dating violence against adults or youth within the State involved, specifically including training and technical assistance and conducting State needs assessments (Section 311(d)(1)). Coalitions are required to coordinate and collaborate with the State FVPSA Administrators to conduct State needs assessments. Coalitions must also participate in the planning and monitoring of the distribution of FVPSA subgrants and

contracts and the administration of the grant programs and projects awarded by the States to eligible entities (Section 311(d)(2)). Coalitions thus play an important role in helping programs develop and continue practices consistent with FVPSA guidance, including the promotion of trauma-informed services that help facilitate the social and emotional well-being of both victims and their children. Coalitions must include activities to ensure that programs maintain confidentiality and provide widely accessible services consistent with best practices in the field and applicable Federal, State, tribal, and local requirements, as well as helping programs comply with the FVPSA data collection and outcome measurement requirements. Each of these issues is described below:

#### **a. Client Confidentiality**

Coalitions have an important role in helping programs develop and continue practices consistent with FVPSA guidance. Programs funded by FVPSA must establish and implement policies and protocols for maintaining the safety, privacy, and confidentiality of adult, youth, and child victims of family violence, domestic violence, and dating violence, and their families (Section 306(c)(5)). Because it is required that the confidentiality of individuals receiving FVPSA services be protected, Coalitions must include activities to ensure that local programs maintain confidentiality consistent with best practices in the field and applicable Federal, State, tribal, and local requirements. It is also highly recommended that the Coalition coordinate and collaborate with the State involving activities to assist programs in maintaining confidentiality requirements pursuant to Section 306(c)(5).

The FVPSA nondisclosure of confidential and private information provisions also mean that domestic violence programs must maintain confidentiality of records pertaining to any individual provided domestic violence services. As a result, individual identifiers of client records may not be used when providing statistical data on program activities and program services. In the annual grantee Performance Progress Report (SF-PPR), States, tribes, and their subgrantees must collect unduplicated data for each program rather than unduplicated data across programs or statewide. No client-level data should be shared with a third party, regardless of encryption, hashing or other data security measures, without a written, time-limited release as described in section 306(c)(5)(B)(ii).

#### **b. Coordinated and Accessible Services**

It is essential that community service providers, including those serving or representing underserved communities, are involved in the design and improvements of intervention and prevention activities. Coordination and collaboration among victim services providers; community-based, culturally specific, and faith-based services providers; housing and homeless services providers, and Federal, State, tribal, and local public officials and agencies is needed to provide more responsive and effective services to victims of family violence, domestic violence, and dating violence, and their dependents.

To promote a more effective response to family violence, domestic violence, and dating violence, HHS requires the designated Coalitions receiving funds under this grant announcement

to collaborate with tribes and tribal organizations, FVPSA-funded State grantees, service providers, and community-based organizations, to address the needs of family violence, domestic violence, and dating violence victims, and their dependents, who are members of racial and ethnic minority populations and underserved populations (Section 311(d)(3)); examples of such underserved populations include, but are not limited to, the Lesbian, Gay, Bisexual, and Transgender (LGBT) communities; adolescents; men; and immigrants.

To serve victims most in need and to comply with Federal law, services must be widely accessible. Services must not discriminate on the basis of age, disability, sex, race, color, national origin, or religion (Section 306(c)(2)). The HHS Office for Civil Rights provides guidance to grantees in complying with civil rights laws that prohibit discrimination on these bases. Please see <http://www.hhs.gov/ocr/civilrights/understanding/index.html>. HHS also provides guidance to recipients of Federal financial assistance on meeting the legal obligation to take reasonable steps to provide meaningful access to federally assisted programs by persons with limited English proficiency. Please see <http://www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html>. Additionally, HHS provides guidance regarding access to HHS-funded services for immigrant survivors of domestic violence. Please see <http://www.hhs.gov/ocr/civilrights/resources/specialtopics/origin/domesticviolencefactsheet.html>. Services must also be provided on a voluntary basis; receipt of emergency shelter or housing must not be conditioned on participation in supportive services (Section 308(d)(1) and (2)).

### **c. Trauma-Informed Programming**

The ACYF promotes a trauma-informed approach, which involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan. Coalitions are uniquely situated to provide support to domestic violence programs in order to ensure that trauma-informed interventions are at the core of working with victims and their children. As Coalitions plan their training and technical assistance priorities, they must include responses that help support trauma-informed services among their member programs to ensure positive outcomes for all service populations. Coalitions must also coordinate and collaborate with the Domestic Violence Resource Network (the FVPSA-funded National Resource, Special Issue Resource and Culturally-Specific Resource Centers) to inform their knowledge and practices to promote trauma-informed interventions among their member programs.

## **II. AWARD INFORMATION**

Subject to the availability of Federal appropriations and as authorized by the FVPSA (Section 303), HHS will make available in FY 2012 grants to the designated, statewide, domestic violence Coalitions described in this announcement. Each year, one grant will be available for one Coalition in each of the 50 States, the Commonwealth of Puerto Rico, and the District of Columbia. One Coalition in each of the U.S. Territories (Guam, U.S. Virgin Islands, Northern Mariana Islands, and American Samoa) is also eligible for a grant award under this announcement.

### **Length of Project Periods**

Coalitions may apply for one grant annually with an accompanying 12-month budget narrative and SF-424a. The project period is 24 months under this FOA. Coalitions must address their anticipated activities for a 2-year project period: October 1, 2011 – September 30, 2013. FVPSA will continue to disperse funds annually pursuant to annual applications and award processes.

### **Expenditure Period**

The FVPSA funds may be used for expenditures on or after October 1 of each fiscal year for which they are granted and will be available for expenditure through September 30 of the following fiscal year; i.e., FY 2012 funds may be used for expenditures from October 1, 2011, through September 30, 2013.

### **III. ELIGIBILITY INFORMATION**

In accordance with Sections 302(11) and 311(c)(1), to be eligible for grants under this FOA an organization must be designated as a statewide, private, 501(c)(3) non-profit, non-governmental domestic violence coalition as of the date of this announcement. A list of the designated State domestic violence coalitions is found in Appendix C. Designated coalitions must continue to meet the following criteria:

The membership of the Coalition includes a majority of the primary-purpose domestic violence service providers in the State (a Coalition may include representatives of Indian tribes and tribal organizations as defined in the Indian Self-Determination and Education Assistance Act). A primary-purpose domestic violence service provider is one that operates a project of demonstrated effectiveness, carried out by a nonprofit, nongovernmental, private entity or a tribe or tribal organization, that has as its project's primary-purpose the operation of shelters for victims of domestic violence and their dependents; or provides counseling, advocacy, or self-help services to victims of domestic violence;

The Board membership of the Coalition is representative of the primary-purpose domestic violence service providers in the State and may include representatives of the communities in which the services are being provided in the State;

The purpose of the Coalition is to provide education, support, and technical assistance to the primary-purpose domestic violence service providers and providers of direct services in the State in order to establish and maintain shelter and supportive services for victims of domestic violence and their dependents;

The Coalition serves as an information clearinghouse, primary point of contact, and resource center on domestic violence for the State and supports the development of policies, protocols, and procedures to enhance domestic violence intervention and prevention in the State.

### **Additional Information on Eligibility**

## **DUNS (Universal Identifier Number) Requirement**

Data Universal Numbering System (DUNS) Number is the nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants and sub-recipients must have a DUNS number at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [www.Grants.gov](http://www.Grants.gov). A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., CST

The process to request a D-U-N-S Number by telephone will take between 5 and 10 minutes.

## **Central Contractor Registration (CCR) Requirement**

Central Contractor Registration (CCR) is the Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Effective October 1, 2011 HHS required all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, or receive sub-awards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.



Additionally, all first-tier sub-award recipients (i.e., direct sub-recipient) must have a DUNS number at the time the sub-award is made

CCR registration may be made online at [www.ccr.gov](http://www.ccr.gov) or by phone at 1-866-606-8220. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants are strongly encouraged to register at the CCR well in advance of the application due date.

**There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.**

#### **Definitions:**

***Central Contractor Registration (CCR):*** The Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

***Data Universal Numbering System (DUNS) Number:*** The nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

#### **Survey on Ensuring Equal Opportunity for Applicants**

Private, non-profit organizations are encouraged to submit the Survey on Ensuring Equal Opportunity for Applicants with their applications. The survey is available on the Forms webpage at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

### **IV. APPLICATION REQUIREMENTS**

This section includes application requirements for FVPSA grants for Coalitions, as follows:

#### **Application Components**

The Coalition application must be signed by the Executive Director of the Coalition or the official designated as responsible for the administration of the grant. The application must contain the following information:

- (1) A description of the process and anticipated outcomes (including timelines and specific activities that lead to desired outcomes) of utilizing these Federal funds to work with family violence, domestic violence, and dating violence service programs and providers of direct services to encourage appropriate and comprehensive responses to family violence, domestic violence, and dating violence against adults or youth within the State, including providing training and technical assistance and conducting statewide needs assessments (Section 311(d)(1));
- (2) A description of the process undertaken and procedures developed to participate in the planning and monitoring of the distribution of FVPSA State subgrants and subgrant funds (Section 311(d)(2)) as well as the administration of FVPSA State-funded grant programs and projects;
- (3) A description of collaborations along with anticipated outcomes (including timelines and specific activities that lead to desired outcomes) with service providers and community-based organizations to address the needs of family violence, domestic violence, and dating violence victims, and their dependents, who are members of racial and ethnic minority populations and underserved populations (Section 311(d)(3)); examples of such underserved populations include, but are not limited to, the Lesbian, Gay, Bisexual, and Transgender (LGBT) communities; adolescents; men; and immigrants;
- (4) A description of collaborations and anticipated outcomes (including timelines and specific activities that lead to desired outcomes) for providing information to entities in such fields as housing, health care, mental health, social welfare, or business to support the development and implementation of effective policies, protocols, and programs that address the safety and support needs of adult and youth victims of family violence, domestic violence, or dating violence (Section 311(d)(4));
- (5) A description of work and anticipated outcomes (including timelines and specific activities that lead to desired outcomes) to encourage appropriate responses to cases of family violence, domestic violence, or dating violence against adults or youth, including by working with judicial and law enforcement officers (Section 311(d)(5)) ***unless the applicant coalition satisfies the exception described in paragraph (7) below;***
- (6) A description of activities and anticipated outcomes (including timelines and specific activities that lead to desired outcomes) associated with working with family law judges, criminal court judges, child protective service agencies, and children's advocates to develop appropriate responses to child custody and visitation issues in cases of child exposure to family violence, domestic violence, or dating violence, and in cases in which family violence, domestic violence, or dating violence is present and child abuse is present (Section 311(d)(6)) ***unless the applicant coalition satisfies the exception described in paragraph (7) below.***
- (7) ***If the applicant coalition uses funds received under the Violence Against Women Act for State domestic violence coalitions for the purposes described in paragraphs (5) and (6) above and is coordinating those activities with the State's STOP (Services, Training, Officers, Prosecutors) formula grant activities that address those purposes, the applicant Coalition shall not be required to undertake additional activities. If applicable, the applicant Coalition must provide***

***a statement of assurance that funds for the referenced purposes are received from the Office on Violence Against Women (OVW), U.S. Department of Justice, and that the activities are coordinated with the State's STOP formula grant activities, (Section 311(e)(1) and (2)); as part of the assurance the applicant coalition must also describe its activities in those OVW-funded areas including those in collaboration with the State STOP grant activities;***

- (8) A description of work and anticipated outcomes (including timelines and specific activities which lead to desired outcomes) to provide information to the public about prevention of family violence, domestic violence, and dating violence, including information targeted to underserved communities; examples of such communities include, but are not limited to, LGBT communities, adolescents, men, and immigrants (Section 311(d)(7));
- (9) A description of collaborations (including timelines, specific activities, and outcomes) with Indian tribes and tribal organizations (and corresponding Native Hawaiian groups and communities) to address the needs of Native American (including Alaska Native) and Native Hawaiian victims of family violence, domestic violence, or dating violence, as applicable in the State (Section 311(d)(8)); Note: Tribes are Sovereign Nations and, as such, collaborations with them must include the opportunity for Coalition membership provided they meet general membership eligibility requirements that are not impediments to their status as Sovereign Nations;
- (10) A description of work and anticipated outcomes (including timelines and activities) associated with other activities to support the development of policies, protocols, and procedures to enhance domestic violence intervention and prevention in the State (Section 302(11));
- (11) To support ACYF priorities as described in Section 1. c. Trauma-Informed Programming, a description of work planned (including timelines and activities) to gauge the activities of domestic violence programs offering trauma-informed services that address lifetime exposure to violence, including trauma-focused intervention strategies. Such work shall also include a capacity assessment of all member programs to identify those needing additional training, technical assistance and support related to trauma-informed service provision;
- (12) A description of activities to describe the applicant Coalition's role as an information clearinghouse, primary point of contact, and resource center on domestic violence for the State.

The following documentation that certifies the status of the Coalition must be included in the grant application:

- (a) A copy of a currently valid 501(c)(3) certification letter from the IRS stating private, non-profit status; or a copy of the applicant's listing in the IRS' most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS code;
- (b) To demonstrate compliance with Section 302(11):
  - (i) A current list of the organizations operating programs for victims of domestic violence in the State, including a designation of the primary-purpose domestic violence services

providers in the State and the applicant Coalition's current membership list by organization (see *Section III. Eligibility*);

(ii) A list of the applicant Coalition's current Board of Directors, with each individual's organizational affiliation and the Chairperson identified (see *Section III. Eligibility*);

(c) A list of any Coalition or contractual positions to be supported by funds from this grant; and

(d) A budget narrative that clearly describes the planned expenditure of funds under this grant including a provision that sets aside funds for travel expenses for up to two staff to the Annual State Domestic Violence Coalition grantee meeting.

### **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the project description is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0280, which expires November 30, 2014. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

### **Required Assurances (included in the application as Appendix A):**

The applicant Coalition will not use grant funds, directly or indirectly, to influence the issuance, amendment, or revocation of any Executive Order or similar legal document by any Federal, State, or local agency, or to undertake to influence the passage or defeat of any legislation by the Congress, or any State or local legislative body, or State proposals by initiative petition, except where representatives of the Coalition are testifying or making other appropriate communications, when formally requested to do so by a legislative body, a committee, or a member of such organization, or in connection with legislation or appropriations directly affecting the activities of the Coalition or any member of the Coalition (Section 311(f)).

The applicant Coalition will prohibit discrimination on the basis of age, disability, sex, race, color, national origin, or religion, as described in Section 306(c)(2).

### **Certification**

#### **Certification Regarding Lobbying**

(See *Appendix B*): Applicants must furnish an executed copy of the *Certification Regarding Lobbying* prior to the award of the grant.

### **Standard Form (SF)-LLL Disclosure of Lobbying Activities**

The filing of this form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of an agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action.

This disclosure form must be completed and filed by the reporting entity, whether subawardees or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352.

### **Intergovernmental Review of Federal Programs**

This program is covered under Executive Order 12372, “Intergovernmental Review of Federal Programs” for State plan consolidation and simplification only – 45 CFR 100.12. The review and comment provisions of the Executive Order and Part 100 do not apply.

### **Application Submission**

Applications should be sent or delivered to:

Division of Family Violence Prevention (also known as the Family Violence Prevention and Services Program)  
Family and Youth Services Bureau  
Administration on Children, Youth and Families  
Administration for Children and Families  
Attention: Kenneth E. Noyes, J.D.  
1250 Maryland Avenue, SW.  
Room 8212  
Washington, DC 20024

## **V. REPORTING REQUIREMENTS**

### **Performance Progress Reports**

The Coalition grantee must submit an annual report of activities describing the coordination, training and technical assistance, needs assessment, and comprehensive planning activities carried out pursuant to its activities as delineated in its response to this announcement. Additionally, the Coalition must report on the public information and education services provided; the activities conducted in conjunction with judicial and law enforcement agencies notwithstanding that such activities may be conducted pursuant to a coalition grant from the Office on Violence Against Women, U.S. Department of Justice, in coordination with the applicable State’s STOP formula grant activities as described in *Section IV. Application Requirements*, number 7; the actions conducted in conjunction with other agencies, such as the State child welfare agency, notwithstanding that such activities may be conducted pursuant to a coalition grant from the Office on Violence Against Women, U.S. Department of Justice, in coordination with the applicable State’s STOP formula grant activities as described in *Section IV. Application Requirements*, number 7; activities conducted in conjunction with community-based, culturally specific service providers or organizations serving or representing underserved

communities; and any other activities undertaken under this grant award. All activities should include both a narrative explanation and statistical data to support the activities reported. The annual report also must provide an assessment of the effectiveness of grant-supported activities. Further guidance regarding assessment requirements will be provided in 2012.

The annual report must be submitted using the Standard Form – Performance Progress Report (SF-PPR) applicable to this program. The annual report is due 90 days after the end of the fiscal year in which the grant is awarded; i.e., December 29. Annual reports should be sent to:

Family Violence Prevention and Services Program  
Family and Youth Services Bureau  
Administration on Children, Youth and Families  
Administration for Children and Families  
Attention: Kenneth E. Noyes, J.D.  
1250 Maryland Avenue, SW.  
Room 8212  
Washington, DC 20024

HHS now requires this program award to adhere to the Subaward and Executive Compensation reporting requirements of “the Transparency Act” (as defined in 2 CFR Part 170). Under the Transparency Act, all subawards (as defined in 2 CFR Part 170) over \$25,000 must be reported, unless exempted. Please see the newly applicable Award Term for Federal Financial Accountability and Transparency Act (FFATA) at the following URL:  
[http://www.acf.hhs.gov/grants/award\\_term\\_ffata.html](http://www.acf.hhs.gov/grants/award_term_ffata.html).

Please note that HHS may suspend funding for an approved application if any applicant fails to submit an annual performance report or if the funds are expended for purposes other than those set forth under this announcement.

### **Federal Financial Reports (FFR)**

Grantees must submit annual Financial Status Reports. The SF-425 is due December 29, 2012. The final SF-425 is due December 29, 2013. The SF-425 can be found at [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html).

Grantees have the option to submit their reports online through the Online Data Collection (OLDC) system at <https://extranet.acf.hhs.gov/ssi>.

Failure to submit reports on time may be a basis for withholding grant funds, suspension, or termination of the grant. In addition, all funds reported after the obligation period will be recouped. Completed reports should be sent to:

Matthew McMahon, Program Specialist  
Office of Grants Management  
Office of Administration  
Administration for Children and Families  
370 L'Enfant Promenade, S.W.

6<sup>th</sup> Floor  
Washington, DC 20447

Also note that a separate, quarterly financial report is required by the Division of Payment Management using the SF-425. The Division of Payment Management's online Payment Management System (PMS) is required for filing quarterly reports and is found at <https://www.dpm.psc.gov>. For further assistance, please call the HHS helpline at 877-614-5533.

## **VI. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at <http://www.gpo.gov>.

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

### **Equal Treatment for Faith-Based Organizations**

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS-funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the

prohibition against Federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Administration for Children & Families: Toolkit for Faith-based and Community Organizations](#).

## **Requirements for Drug-Free Workplace**

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR part 182; HHS implementing regulations are set forth in 2 CFR part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR part 382.225. The rule is available at <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr;sid=18b5801410be6af416dc258873ffb7ec;rgn=div2;view=text;node=20091112%3A1.1;idno=49;cc=ecfr>.

## **Debarment and Suspension**

HHS regulations published in 2 CFR part 376 implement the government-wide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.epls.gov/>, although checking the EPLS is not required. More information is available at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

## **Pro-Children Act**

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's



services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

## **VII. FUNDING RESTRICTIONS**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

## **VIII. OTHER INFORMATION**

**For Further Information Contact:** Kenneth E. Noyes, J.D. at (202) 205-7891 or e-mail at: [kenneth.noyes@acf.hhs.gov](mailto:kenneth.noyes@acf.hhs.gov).

Appendices: Required Assurance and Certification:

- A. Assurance of Compliance with Grant Requirements
- B. Certification Regarding Lobbying
- C. Designated State Domestic Violence Coalitions

## Appendix A

### **ASSURANCE OF COMPLIANCE WITH GRANT REQUIREMENTS**

The undersigned certifies that:

The applicant Coalition will not use grant funds, directly or indirectly, to influence the issuance, amendment, or revocation of any Executive Order or similar legal document by any Federal, State, or local agency, or to undertake to influence the passage or defeat of any legislation by Congress, or any State or local legislative body, or State proposals by initiative petition, except where representatives of the Coalition are testifying or making other appropriate communications, either when formally requested to do so by a legislative body, a committee, or a member of such organization, or in connection with legislation or appropriations directly affecting the activities of the Coalition (Section 311(f)).

The applicant Coalition will prohibit discrimination on the basis of age, disability, sex, race, color, national origin, or religion, as described in Section 306(c)(2).

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Signature

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Title

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Organization

## Appendix B

### **CERTIFICATION REGARDING LOBBYING**

#### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Signature

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Title

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Organization

## Appendix C

### **State Domestic Violence Coalitions as Designated by the U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Children, Youth and Families as of December 2011**

<b>Coalition Name</b>	<b>City</b>	<b>State</b>
Alabama Coalition Against Domestic Violence	Montgomery	AL
Alaska Network on Domestic Violence and Sexual Assault	Juneau	AK
American Samoa Alliance Against Domestic and Sexual Violence	Pago Pago	AS
Arizona Coalition Against Domestic Violence	Phoenix	AZ
Arkansas Coalition Against Domestic Violence	Little Rock	AR
California Partnership to End Domestic Violence	Sacramento	CA
Colorado Coalition Against Domestic Violence	Denver	CO
Connecticut Coalition Against Domestic Violence	E. Hartford	CT
Delaware Coalition Against Domestic Violence	Wilmington	DE
District of Columbia Coalition Against Domestic Violence	Washington	DC
Florida Coalition Against Domestic Violence	Tallahassee	FL
Georgia Coalition Against Domestic Violence	Decatur	GA
Guam Coalition Against Sexual Assault and Family Violence	Hagatna	GU
Hawaii State Coalition Against Domestic Violence	Honolulu	HI
Idaho Coalition Against Sexual & Domestic Violence	Boise	ID
Illinois Coalition Against Domestic Violence	Springfield	IL
Indiana Coalition Against Domestic Violence	Indianapolis	IN
Iowa Coalition Against Domestic Violence	Des Moines	IA
Kansas Coalition Against Sexual & Domestic Violence	Topeka	KS
Kentucky Domestic Violence Association	Frankfort	KY
Louisiana Coalition Against Domestic Violence	Baton Rouge	LA
Maine Coalition to End Domestic Violence	Augusta	ME
Maryland Network Against Domestic Violence	Bowie	MD
Jane Doe, Inc. - Massachusetts Coalition Against Sexual Assault and Domestic Violence	Boston	MA
Michigan Coalition Against Domestic & Sexual Violence	Okemos	MI
Minnesota Coalition for Battered Women	St. Paul	MN
Mississippi Coalition Against Domestic Violence	Jackson	MS
Missouri Coalition Against Domestic & Sexual Violence	Jefferson City	MO
Montana Coalition Against Domestic & Sexual Violence	Helena	MT

Nebraska Domestic Violence & Sexual Assault Coalition	Lincoln	NE
Nevada Network Against Domestic Violence	Reno	NV
New Hampshire Coalition Against Domestic & Sexual Violence	Concord	NH
New Jersey Coalition for Battered Women	Trenton	NJ
New Mexico Coalition Against Domestic Violence	Albuquerque	NM
New York State Coalition Against Domestic Violence	Albany	NY
North Carolina Coalition Against Domestic Violence	Durham	NC
Northern Marianas Coalition Against Sexual and Domestic Violence	Saipan	MP
North Dakota Council on Abused Women's Services	Bismarck	ND
Ohio Domestic Violence Network	Columbus	OH
Oklahoma Coalition Against Domestic Violence & Sexual Assault	Oklahoma City	OK
Oregon Coalition Against Domestic Violence & Sexual Assault	Portland	OR
Pennsylvania Coalition Against Domestic Violence	Harrisburg	PA
Coordinadora Paz para la Mujer, Inc. (Puerto Rico Coalition Against Domestic Violence)	San Juan	PR
Rhode Island Coalition on Domestic Violence	Warwick	RI
South Carolina Coalition Against Domestic Violence & Sexual Assault	Columbia	SC
South Dakota Coalition Against Domestic Violence & Sexual Assault	Pierre	SD
Tennessee Coalition Against Domestic & Sexual Violence	Nashville	TN
Texas Council on Family Violence	Austin	TX
Utah Domestic Violence Council	Salt Lake City	UT
Vermont Network Against Domestic & Sexual Violence	Montpelier	VT
Virginia Sexual & Domestic Violence Action Alliance	Richmond	VA
Virgin Islands Domestic Violence and Sexual Assault Council	Kingshill	VI
Washington State Coalition Against Domestic Violence	Seattle	WA
West Virginia Coalition Against Domestic Violence	Elkview	WV
Wisconsin Coalition Against Domestic Violence	Madison	WI
Wyoming Coalition Against Domestic Violence & Sexual Assault	Laramie	WY